

Activity Coordinator Job Description

The following is a list of the responsibilities of the activity coordinator:

1. Attend monthly board meetings.
2. At the January dinner meeting and subsequent dinner meetings if necessary, pass around a signup sheet for members to volunteer to host the monthly activities.
3. Submit a list of activities with the name of the host and the date for each activity to the Newsletter, and update the list each month. The host may also submit his/her write up of the activity.
4. Contact the host for each month's activity and follow up on his/her progress in planning the activity and offer help if necessary. (If the host must cancel or postpone the activity you are not required to take over the activity unless you wish to.)
5. Attend each monthly activity, if possible, to determine whether or not it was successful.
6. You may need to store boxes of picnic supplies from January until June or until we have our first picnic, and then turn the supplies over to the picnic host. Supplies may also be needed for the soup cook-off which is usually held in March or November.
7. Refer to individual activity descriptions for more detailed information.